How to Update Your Personal Information in OPUS

To **add** your local address, [click here](#)

To **edit** your local address, [click here](#)

To **add** your local phone number, [click here](#)

To **edit** your local phone number, [click here](#)
Adding Your Local Address
1. Log in to OPUS
www.opus.emory.edu
2. Click “Profile”
On the bottom left corner
3. Click “Addresses” under Personal Details
4. Click “+” Under Local Address

Your US address must be saved as “Local”. If your US number is saved as any other types (i.e. permanent), the information does not transfer from OPUS to the Student & Exchange Visitor Information System (SEVIS). SEVIS must be updated within 10 days of any change per US immigration regulations.
5. Add Your Local Address

- In "Address 1" Field, enter your House/Building Number and Street Name
- In "Address 2" Field, enter your Apartment/Unit Number (if applicable)
- In "City" Field, enter the name of the city that you reside in.
- In "State" Field, enter "Georgia"
- In "Postal" Field, enter the 5 digit Zip/Postal Code that you reside in.

Remember to Click "Save".
Click here to return to the Main Menu
Editing Your Local Address
1. Log in to OPUS

www.opus.emory.edu
2. Click “Profile”
On the bottom left corner
3. Click “Addresses” Under Personal Details

<table>
<thead>
<tr>
<th>Address</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Emory Rd apt 1A Atlanta GA 30322</td>
<td>Current</td>
</tr>
</tbody>
</table>
4. Click Your Current Local Address

Your US address must be saved as “Local”. If your US number is saved as any other types (i.e. permanent), the information does not transfer from OPUS to the Student & Exchange Visitor Information System (SEVIS). SEVIS must be updated within 10 days of any change per US immigration regulations.
5. Edit Your Local Address

In “Address 1” Field, enter your new House/Building Number and Street Name.

In “Address 2” Field, enter your new Apartment/Unit Number (if applicable).

In “City” Field, enter the name of the city that you reside in.

In “State” Field, enter “Georgia”.

In “Postal” Field, enter the 5 digit Zip/Postal Code that you reside in.

Remember to Click “Save”.

Type Local

*Country United States

*Address 1 1836 Eagle Row

Address 2 apt 1919

City Atlanta

State Georgia

Postal 30322

County

Clean Address
Click here to return to the Main Menu
Adding Your Local Phone Number
1. Log in to OPUS

www.opus.emory.edu
2. Click “Profile”

On the bottom left corner
3. Go to “Email and Phone Numbers”
Under Personal Details and Addresses
Your US number must be saved as “Local”. **If your US number is saved as any other types (i.e. mobile or permanent), the information does not transfer from OPUS to the Student & Exchange Visitor Information System (SEVIS).** SEVIS must be updated within 10 days of any change per US immigration regulations.
4. To save your US number as Local, Click “+” Under Phone
5. Select “Local” as the Type
6. Enter Your Local Phone Number

Country Code is 001 for US
Click here to return to the Main Menu
Editing Your Local Phone Number
1. Log in to OPUS

www.opus.emory.edu
2. Click “Profile” on the bottom left corner.
3. Go to “Email and Phone Numbers”
Under Personal Details and Addresses
Your US number must be saved as “Local”. If your US number is saved as any other types (i.e. mobile or permanent), the information does not transfer from OPUS to the Student & Exchange Visitor Information System (SEVIS). SEVIS must be updated within 10 days of any change per US immigration regulations.
4. Click Your Current Local Phone Number
5. Enter Your New Local Phone Number

Country Code is 001 for US

Remember to Click “Save”
Click here to return to the Main Menu